

## **Safety Rules for all Employees**

1. All employees shall follow safe practices and rules contained in the safety manual and such other rules and practices communicated on the job. All employees shall report all unsafe conditions or practices to the proper authority, including the supervisor on the project.
2. The Safety Manager shall be responsible for implementing these policies by insisting that employees observe and obey all rules and regulations necessary to maintain a safe work place and safe work habits and practices.
3. Good housekeeping must be practiced at all times in the work area. Clean up all waste, spills and eliminate any dangers in the work area.
4. Suitable clothing and footwear must be worn at all times. Personal protection equipment (hardhats, respirators, eye protection and gloves) will be worn whenever needed.
5. All employees will participate in a safety meeting conducted by The Safety Manger once every seven working days.
6. Anyone under the influence of or suffering the ill effects from the abuse or use of, liquor or drugs, including prescription drugs which might impair motor skills, judgment and balance, shall not be allowed on the job,
7. Horseplay, scuffling, and other acts which tend to have an adverse influence on safety or well-being of other employees are prohibited.
8. Work shall be well planned and supervised to avoid injuries in the handling of heavy material and while using equipment designed to suspend or support workers.
9. No one shall be permitted to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might expose the employee or others to injury.
10. There will be no consumption of liquor or beer on the job.
11. Employees should be alert to see that all guards, safety mechanisms and other protective devices are in proper places and not adjusted, and shall report deficiencies promptly to The Safety Manager.
12. Employees shall not handle or tamper with any electrical equipment, machinery, or any equipment or devices in a manner not within the scope of their duties, unless they have received specific instructions.
13. All inquiries should be reported to The Safety Manager or crew supervisor, immediately so that arrangements can be made for medical or first aid treatment.
14. When lifting heavy objects, use the larger muscles of the leg instead of the smaller muscles of the back.
15. Don not throw things, especially material and equipment. Dispose of all waste properly and carefully.
16. Do not wear shoes with thin or torn soles. (Work boots only)
17. All window cleaners will be required to enroll, read the required documents, take and pass the test and log hours required to achieve certified status from the IWCA.